



ARIZONA DEPARTMENT OF REAL ESTATE

FINGERPRINT CARD INSTRUCTIONS

FORM LI-221

Fingerprints and Social Security Numbers are required of each original real estate, cemetery and membership camping salesperson and broker applicant; each natural person, or for an entity applicant, any person exercising control of the entity, who applies for an original certificate of approval to operate a real estate school, or for a renewal certificate, any natural person or person exercising control who has not previously submitted a fingerprint card to the department; and certain others who have a criminal record.

Please read these instructions carefully before making any entries on the card.

1. Only Department of Real Estate fingerprint cards may be used. All other cards will be rejected. You may obtain a card from the address above in person, or by mail by calling (602) 468-1414, extension 100.
2. Applicants for original real estate licenses must pass the Arizona Real Estate Examination before submitting fingerprint cards to the Department. If you answered "yes" to any question on the Licensure Questionnaire, submit the required disclosure information listed on form LI-210 or INV-400. The forms are available from the Department.
3. Each fingerprint card submitted must be accompanied by a \$29 user fee collected on behalf of the Federal Bureau of Investigation. Make checks payable to the Arizona Department of Real Estate.
4. Fill out the card in black ink. Cards filled out in anything other than black ink will be rejected. Do not staple, bend, hole-punch or fold the card. Do not attach anything to it.
5. You must fill in spaces No. 1 through 15 on the fingerprint card (see sample below). Do not sign your name in space No. 1 until you are in the presence of the official taking the fingerprints. Do not fill in any other spaces on the card. If you have ever been known by another name, including a maiden name, write that name or names in space No. 5.
6. The official taking the fingerprints must sign the card in the space to the right of space No. 3.

Many local law enforcement agencies (except the Phoenix Police Department) will take your fingerprints for a nominal fee. Private companies that provide fingerprint service for a fee can be found in the Yellow Pages of the telephone directory under "Fingerprinting." You must present an ADRE fingerprint card for the law-enforcement agency or company to use. Do not use a form furnished by another agency or company.

NOTE: If you have never before been fingerprinted for a criminal background check by the FBI, upon receipt of your fingerprints, the FBI will create a permanent file in its database.

Failure to fill out the card according to these instructions may delay your license.

LI-221 Rev. 10/1/2003

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK		
				LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME						
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		AZCCHPXOO DPS-CRIM HIST REC SECT PHOENIX, AZ		DATE OF BIRTH <u>DOB</u>				
1		5						14				
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>		6		SEX <u>7</u>	RACE <u>8</u>	HGT <u>9</u>	WGT <u>10</u>	EYES <u>11</u>	HAIR <u>12</u>	PLACE OF BIRTH <u>POB</u>
2												13
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			YOUR NO. <u>OCA</u>		CLASS _____ REF. _____						
3				FBI NO. <u>FBI</u>								
EMPLOYER AND ADDRESS			ARMED FORCES NO. <u>MNU</u>									
Arizona Department of Real Estate 2910 N. 44th St., Suite 100 Phoenix, AZ 85018			SOCIAL SECURITY NO. <u>SOC</u>									
REASON FINGERPRINTED				15								
Real Estate License Applicant per A.R.S. 32-2108.01				MISCELLANEOUS NO. <u>MNU</u>								